

SEPG v4 : SPMP Empty Template

Title:

Prepared by:

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Issuing Organization:

Document Revision Record

Issue Date	Description of Revision (Include reason for change if not self-evident.)	Section Affected	Prepared By	Authorized By

SEPG Document 70

1 Introduction

1.1 Project Overview

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1.2 Project Deliverables

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1.3 Evolution of the SPMP

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1.4 Reference Materials

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1.5 Definitions and Acronyms

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2 Project Organization

2.1 Process Model

Class:	(low-control, high-control, or critical-control)	
Life cycle option used:	(A, B, C, or D)	
Development approach:	(waterfall, incremental, evolutionary, etc.)	

2.2 Organizational Structure

Diagram of Organizational Structure

2.3 Organizational Boundaries and Interfaces

Administrative and Managerial Interfaces	Point of Contact
Customer	
LaRC Organizations (Parent Project, Procurement, Safety, Legal)	
Contractors	
Project Support Functions (Configuration Management, Software Quality Assurance, Verification and Validation)	

2.4 Project Responsibilities

Function	Name/Organization	Estimated Effort
Software Manager:		
Software Configuration Manager:		
Team members (developers):		

3 Managerial Process

3.1 Management Objectives and Priorities

Objectives:
Priorities:

3.2 Assumptions, Dependencies, and Constraints

Assumptions:
Dependencies:
Constraints:

3.3 Risk Management

- Complete the Risk Rating Sheet, SEPG Document 50 for the software project and attach it to the SPMP.

Heading	Description
Introduction	
Overview of process	
Organization	
Process details	
Resources and schedule	
Documentation of risks	
Methodology	

3.4 Monitoring and Control Mechanisms

Job Order(s) to which time is to be charged:
Monitoring and control mechanisms:
Problem resolution mechanism:

3.5 Staffing Plan

Skills and qualifications required (include start times and duration of need)	Shortfall	Plan to make up shortfall

4 Technical Process

4.1 Methods, Tools, and Techniques

Name	Version Information

4.2 Software Documentation

Document	Reference

4.3 Project Support Functions

4.3.1 Configuration and Version Management

Document or Comment	Reference
Process:	
Project library, records, and labeling:	
Methods and tools: .	
Requirements management:	

4.3.2 Verification, Validation, and Testing

Document or Comment	Reference
Test schedule and process:	
Peer reviews:	
Acceptance criteria:	
Methods and tools:	

4.3.3 Quality Assurance/Audit

Document or Comment	Reference
Means of monitoring project:	
Audit plans:	

4.3.4 Project Control Metrics Collection and Analysis

Metric	Collection process	Person responsible for collection and analysis

5 Work Packages, Schedule, and Budget

5.1 Work Packages

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5.2 Dependencies

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5.3 Resource Requirements

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5.4 Budget and Resource Allocation

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5.5 Schedule

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6 Additional Components

Document or Comment	Reference
Installation and Acceptance Plans:	
Operational Support plan:	
Maintenance plan:	

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8 Appendices